



Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair
1st District
Lori Glasgow, Vice-Chair
5th District
Clinton Tatum
2nd District
Lisa Mandel
3rd District
Carl Gallucci
4th District

May 8, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COMMISSION REVIEW PROCESS--SUNSET REVIEW OF THE SYBIL BRAND
COMMISSION FOR INSTITUTIONAL INSPECTIONS
(ALL DISTRICTS AFFECTED) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve introduction of ordinance extending the sunset review date for the Sybil Brand Commission for Institutional Inspections to October 1, 2011.

PURPOSE OF RECOMMENDED ACTION/ JUSTIFICATION:

The sunset review date of the Sybil Brand Commission for Institutional Inspections was inadvertently allowed to expire on October 1, 2004. The Board has continued to appoint and reappoint members to the Sybil Brand Commission for Institutional Inspections since such date. Therefore, it is necessary for the Board to adopt the ordinance to extend the sunset review as requested by the Audit Committee to October 1, 2011.

On December 1, 1994, the Audit Committee submitted its initial report in response to your Board's instruction to review the effectiveness of County commissions, committees and task forces defined under Chapters I and IV of the Los Angeles County Committee Book. Consistent with your Board's instructions, the Audit Committee is submitting the results of the evaluation of the Sybil Brand Commission for Institutional Inspections (Commission) performed by the Auditor-Controller, and the recommendations from the Audit Committee for further action by your Board.

During this review period the Commission accomplished the following: conducted approximately 1,500 inspections at County jails, probation camps, juvenile halls, and group/foster homes. Initiated weekly business meetings and quarterly roundtables with County department representatives to discuss inspection results and the actions taken by departments to resolve facility and group/foster home noncompliance. Instigated a four, six, eight month re-inspection policy for unsatisfactory group homes to ensure the homes comply with program requirements.

FISCAL/FINANCING IMPACTS:

The members receive \$50 in compensation for each meeting attended, and reimbursement for necessary travel expenses, not to exceed three meetings per week, and in no event to exceed 156 meetings per year.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Commission was established and has been continued by Board Order pursuant to Chapter 2.82 of the Los Angeles County Code. The Commission's most recent Board-approved sunset review date was October 1, 2004.

The duties of the Commission are to conduct inspections, and advise on industrial and educational programs for both juvenile and adult detention inmates in County jail facilities, probation camps and juvenile halls. At least once each year, and as often as the Commission deems necessary or proper, or as directed by a judge of the Superior Court, the members of the Commission or of a committee of the Commission are to visit and inspect County facilities operated by the Probation Department, Sheriff's Department, Superior Court, and the Department of Children and Family Services (DCFS). The Commission also is responsible for inspecting assigned group homes on which the Probation Department and DCFS place their wards. The Commission, in conducting these inspections, ascertains their condition as to effective and economical administration, cleanliness, and comfort of the residents.

The Commission consists of ten members, two appointed by each supervisor. The Sheriff and the Chief Probation Officer serve as ex-officio members. From July 1, 2000 through March 31, 2006 the Commission met 651 times, with an average attendance of 5.3 (53%) members attending each meeting. The Commission receives staff support from the Executive Office, and does not have a separate budget. The Commission incurred approximately \$85,000 in expenses annually, including stipends, staff support, and travel reimbursement.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Extending the sunset review date for the Commission will allow this body to: 1) continue to conduct inspections to ensure that each facility is safe and sanitary, with due regard for the comfort and well being of the residents; 2) meet with the Sheriff's Department, Probation, DCFS, and the Auditor-Controller's Group Home Ombudsman to discuss inspection results; 3) distribute a brochure to various facilities and group homes that explain the Commission's purpose and introduce Commission members, in order to increase awareness of the Commission.

Respectfully submitted,



LOUISA OLLAGUE
Chairperson, Audit Committee

C: Chief Administrative Officer
Executive Officer of the Board of Supervisors
Audit Committee
Commission Services
County Counsel
Auditor-Controller
Chair, Sybil Brand Commission



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY
AUDITOR-CONTROLLER

AGENDA ITEM III k.

February 14, 2007

MAR 15 2007

APR 19 2007

TO: Audit Committee

FROM: J. Tyler McCauley *tm*
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY SYBIL BRAND
COMMISSION FOR INSTITUTIONAL INSPECTIONS**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors to extend the Los Angeles County Sybil Brand Commission for Institutional Inspections' sunset review date to October 1, 2011.

BACKGROUND

The Sybil Brand Commission for Institutional Inspections (Commission) was created by the Board of Supervisors (Board) under Chapter 2.82 of the Los Angeles County Code. The most recent extension was approved by the Board in February 2001.

The Commission conducts inspections, and advises on industrial and educational programs for both juvenile and adult inmates/detainees in County jail facilities, probation camps, and juvenile halls. At least once each year, and more often if the Commission deems necessary, or as directed by a judge of the Superior Court, members of the Commission visit and inspect County facilities operated by the Probation Department, Sheriff's Department, Superior Court, and the Department of Children and Family Services (DCFS). The Commission also inspects group homes where Probation and DCFS place their wards. The Commission inspects these facilities for administrative efficiency, physical condition, cleanliness and comfort for the residents.

The Commission consists of ten members, two from each Supervisorial district. The Commission meets at least weekly, with a limit of three meetings a week and 156 meetings per year. Commission members receive \$50 per meeting, plus travel

expenses. From July 1, 2000 through March 31, 2006, the Commission met 651 times, with an average attendance of 5.3 (53%) members. The Commission receives staff support from the Executive Office, and does not have a separate budget. The Commission incurred approximately \$85,000 in expenses annually, including stipends, staff support, and travel reimbursement.

JUSTIFICATION

During this review period, the Commission's accomplishments included the following:

- Conducted approximately 1,500 inspections at County jails, probation camps, juvenile halls, and group/foster homes.
- Initiated weekly business meetings and quarterly roundtables with County department representatives to discuss inspection results and the actions taken by departments to resolve facility and group/foster home noncompliance.
- Initiated a four, six, eight month re-inspection policy for unsatisfactory group homes to ensure the homes comply with program requirements.

The Commission's objectives for the coming period are to:

- Continue to conduct inspections to ensure that each facility is safe and sanitary, with due regard for the comfort and well-being of the residents.
- Continue to meet with the Sheriff's Department, Probation, DCFS, and the Auditor-Controller's Group Home Ombudsman to discuss inspection results.
- Increase awareness of the Commission by updating and distributing the Commission brochure to the various facilities and group/foster homes. The brochure explains the Commission's purpose and responsibilities, and identifies each Commission member.

Please call me if you have any questions.

JTM:MMO:JLS:MR

Attachments

- c: Eleanor Montano, Chair, Sybil Brand Commission
Jennifer Lehman, County Counsel
Sachi A. Hamai, Executive Officer
Robin A. Guerrero, Chief, Board Operations
Jim Corbett, Manager, Commission Services

COMMISSION SUNSET REVIEW
SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

The Commission's stated mission generally agrees with the ordinance creating the Commission. County Counsel is currently working on updating the County Code to better reflect the Commission's group home activities.

Section 1. Relevance. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission conducts inspections, and advises on industrial and educational programs for both juvenile and adult inmates/detainees in County jails, probation camps, group homes and juvenile halls.

The Commission's mission appears to be **RELEVANT**.

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

The Commission meets at least weekly, with a limit of three meetings per week and 156 meetings per year. The third Wednesday of each month is designated as a business meeting with the Sheriff's Department, Probation, DCFS and Auditor-Controller's Group Home Ombudsman. From July 1, 2000 through March 31, 2006 the Commission met 651 times, with an average attendance of 5.3 (53%) members.

The Commission's meeting frequency and attendance are **SATISFACTORY**.

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

During the evaluation period, the Commission's accomplishments included the following:

- Conducted approximately 1,500 inspections at County jail facilities, probation camps, juvenile halls, and group/foster homes.
- Initiated weekly business meetings and quarterly roundtables with County department representatives to discuss inspection results and the actions taken by departments to resolve facility and group/foster home noncompliance.

- Initiated a four, six, eight month re-inspection policy for unsatisfactory group homes to ensure that the homes comply with requirements. As a result, all 52 group homes identified as unsatisfactory/noncompliant in 2004 were brought into compliance in the same year.

The Commission's accomplishments and results are SIGNIFICANT.

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's objectives for the coming period are to:

- Conduct inspections to ensure that each facility is safe and sanitary, with due regard for the comfort and well-being of the residents.
- Continue to meet with the Sheriff's Department, Probation, DCFS, and the Auditor-Controller's Group Home Ombudsman to discuss inspection results.
- Increase awareness of the Commission by updating and distributing the Commission brochure to the various facilities and group/foster homes. The brochure explains the Commission's purpose and responsibilities, and identifies each Commission member.

The Commission's future objectives appear RELEVANT.

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members receive \$50 per meeting, plus travel expenses. The Commission receives staff support from the Executive Office, and does not have a separate budget. The Commission incurred approximately \$85,000 in expenses annually, including stipends, staff support, and travel reimbursement.

The Commission's expenses appear to be WARRANTED.

Section 7. Recommendation.

EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS TO OCTOBER 1, 2011.

Sybil Brand Commission for Institutional Inspections Attendance Record

Commissioner	Normaled by	9/30/00	12/31/00	3/31/01	6/30/01	9/30/01	12/31/01	3/31/02	6/30/02	9/30/02	12/31/02	3/31/03	6/30/03	9/30/03	12/31/03	3/31/04	6/30/04	9/30/04	12/31/04	3/31/05	6/30/05	9/30/05	12/31/05	3/31/06	Totals	% Attended
	Number of Meetings per Quarter	39	39	39	38	38	39	39	39	40	38	38	39	39	39	39	39	39	39	39	39	39	39	39	651	
Frank S. Bado	1st District	38	37	35	33	29	31	35	33	34	34	32	34	32	32	31	11	9	12	10	11	9	10	10	560	86%
Father John Santillan	1st District	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Cedric Greene	2nd District	7	9	17	16	4	1	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	58	12%
Carl E. Moore	2nd District	37	39	31	36	35	37	38	27	32	17	18	6	4	0	2	0	0	0	0	0	0	0	0	105	72%
Honorable James W. Cragin	3rd District	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Sybil Brand	3rd District	13	9	17	16	6	8	2	4	15	13	14	15	11	10	12	11	8	10	11	5	10	8	3	205	34%
Michael A. Russell	3rd District	34	38	13	5	35	36	39	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	57%
Maxine B. Russell	4th District	38	39	37	39	33	36	37	34	39	37	37	39	39	37	12	12	10	13	13	12	7	10	6	78	74%
John A. Himmelfarb	4th District	38	39	37	39	33	36	37	34	39	37	37	39	39	37	12	12	10	13	13	12	7	10	6	626	86%
Eleanor R. Montano	5th District	39	35	38	38	35	38	37	39	36	26	36	39	31	37	12	12	10	12	13	13	2	10	9	603	93%
Vito Cannella	5th District	39	35	38	38	34	37	36	39	37	36	36	36	39	37	12	11	10	13	13	13	10	10	10	628	96%
Helen H. Slathatos	5th District	243	242	227	223	211	224	226	186	195	169	177	171	156	162	76	81	86	80	79	79	59	60	58	3459	
Totals																									5.3	

Average Attendance per Meeting